

**PGA WEST Master Association
BOARD OF DIRECTORS MEETING
September 4, 2014
MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday September 4, 2014, at 2:00 p.m. at The Management Trust, Monarch Division, 39755 Berkey Dr., Palm Desert, CA. A quorum of the members was present.

<u>MEMBERS PRESENT:</u>	Mary Caldwell	President
	Jim Cox	Vice President
	Russ Roehrkasse	Secretary/Treasurer – via phone
	Penni Sturgill	Director - via phone
	Dick Moore	Director
	Sarah Murr	Director
	Mickey Evans	Director

ALSO PRESENT: Jodi Fischer, Lynn Gilliam and Robert Pantanella representing The Management Trust.

CALL TO ORDER:

The meeting was called to order by the President, Mary Caldwell, at 2:03 p.m.

Due to the large number of owners present to discuss the landscape plans to remove palm trees from the boulevard and the lack of space to accommodate all of them for the meeting, Ms. Caldwell spoke regarding the issue and assured the owners in attendance that the removal of palm trees will be eliminated from landscape renovation plans moving forward.

POLICY STATEMENTS

Ms. Caldwell advised everyone the Board of Directors has a Code of Conduct and a Conflict of Interest policy in place and reminded homeowners of the Open Forum Policy.

GATE AND PATROL SERVICES REPORT:

Mr. Pantanella submitted the incident report for the months of June, July and August, 2014. They were reviewed and discussed by the Board.

Mr. Pantanella discussed the Gate Reader at the Madison Gate that required replacement and having old readers repaired if possible in order to always have a back-up reader available in the case of future reader failures.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the June 3, 2014 Board Meeting and the August 5, 2014 Special Meeting.

Ms. Murr moved, Mr. Cox seconded to approve the June 3, 2014 Board meeting minutes as amended and approve the August 5, 2014 Special meeting minutes as presented. Motion carried unanimously.

The Board met in Executive Session September 4, 2014, at 12:00 p.m. for the discussion of legal issues, contracts and homeowner appeals.

FINANCIAL REPORT:

Mr. Roehrkasse presented the financial report for the months of June and July 2014. Mr. Roehrkasse reported on the current financial position as of July 31, 2014 and answered questions on specific items from the board.

Mr. Moore moved, Ms. Murr seconded to accept the financial report as presented. Motion carried unanimously.

MANAGEMENT REPORT:

The Board reviewed the action list prepared by management. After reviewing the management action list, Ms. Caldwell announced the selection of a new manager for the Master Association. Ms. Cassie Gertz will be transitioning from her current position as Assistant General Manager for the Fairways over the next several weeks. The board directed management to obtain information, for review at the October board meeting, on having a “Meet Your Board and Manager” event when the owners start returning to PGA WEST. The board directed staff to find and negotiate a different location for the board meetings from the one selected at the June 3, 2014 board meeting.

COMMITTEE REPORTS:

LANDSCAPE & FACILITIES

Hort Tech, Supervisor and Borer Beetle Reports

The reports from Hort Tech and the supervisor were presented to the board. An additional report on the Borer Beetle was made providing information regarding the estimated number of trees impacted and the treatments that are being done on those particular trees. The board asked Res II owner and Chair of the Res II Landscape Committee, Stan Gile, to report on the most up to date information that he has regarding the beetles.

Proposal to Re-Landscape Medians Along PGA Blvd Update

A general update was given on the re-landscaping of the common areas of the Master association. The process is being returned to the Landscape Committee to re-evaluate the plans from the ground up beginning with the preparation of a vision statement. This vision statement will be brought to the board for review at the November meeting. Once the vision statement is completed, an RFP will be prepared to include, but not be limited to, overall concept for all common areas, look of the entry, pricing, samples of other work, etc.

Mr. Moore moved, Mr. Evans seconded to have a vision statement prepared by the landscape committee and brought back to the Board at the November meeting. Motion carried unanimously.

Signature Guardhouse Design

The board reviewed the Signature guardhouse and gate design.

Ms. Murr moved, Mr. Evans seconded to approve the guardhouse and gate design pending the removal of the "S" design in the entry and exit gates. Motion carried unanimously.

Norman Guardhouse Trim Paint

The board reviewed the bids for the painting of the Norman guardhouse trim.

Ms. Murr moved, Mr. Evans seconded to approve the painting of the Norman guardhouse trim not to exceed \$2,200 for a full coat of primer and one coat of paint. Motion carried unanimously.

LED Light Fixture Cleaning

The board reviewed the bid from Monarch Maintenance to clean the common area LED light fixtures.

Mr. Moore moved, Ms. Murr seconded to approve the cleaning of the common area LED light fixtures in an amount of \$2,011 and that this cleaning be done on an as needed basis. Motion carried unanimously.

Mountain Lights

Mr. Moore presented a proposal to replace the Mountain Lights. After discussion from the board, the proposal was tabled to a future meeting.

COMPLIANCE COMMITTEE

Mr. Cox reported that the committee will be meeting in mid-September.

Revised Draft Charter

The revised charter will be brought to the board at a future meeting.

Appointment of New Members

With the passing of the Fourth Amendment to the CC&R's, new members of the Compliance Committee were selected by the Residential Communities.

Ms. Murr moved, Mr. Evans seconded to recognize the appointment of the new committee members: Wayne LeBlang from Res I, Al Adams from Res II and Keah Shields from Fairways. Motion carried unanimously.

COMMUNITY SERVICES

Revised Draft Charter

Mr. Brown presented the revised charter for the Community Services committee.

Ms. Murr moved, Mr. Evans seconded to adopt the charter as written. Motion carried unanimously.

Appointment of New Member

No action was taken on the appointment of a new committee member.

COMMUNICATIONS

Communication Program – draft

Ms. Murr presented the Communication Policy for the Master Association. Discussion was held regarding the time allowed for board member notice of information to be distributed with a recommendation to have 48 hours instead of 24 hours and that the policy be reviewed in three to six months.

Mr. Evans moved, Ms. Murr seconded to approve the policy with 48 hours notice of the information to be presented. Motion carried unanimously.

Media/Outside Inquiry Policy – draft

Ms. Murr presented the Media/Outside Inquiry Policy.

Ms. Murr moved, Mr. Evans seconded that the policy be approved as written. Motion carried unanimously.

Website Report

Ms. Murr reported on the progress of the development of the website for the Master Association. It is anticipated that the site will be up and working by the end of September. The board members will be sent a link to view the site and comment prior to the official launch. Ms. Murr also reported on the efforts to obtain email addresses from members of the association as well as obtaining “going green” forms that will allow the association to send required mailings via email to those who sign the “going green” form, saving the association the costs of mailing the large documents.

INSURANCE

Mr. Cox noted there is no report.

GOVERNING DOCUMENTS

Mr. Cox reported that the committee held their first meeting on August 26. The committee developed a task list to be sent to the attorney. Mr. Cox has requested a phone conference with the attorney to discuss. The committee will meet again in mid-September.

LEGAL AFFAIRS

Ms. Caldwell noted there is no report.

UNFINISHED BUSINESS:

CVWD Easement

Ms. Fischer reported progress on getting the easement documents signed.

Thank You Letters

Ms. Caldwell pointed out the thank you letters from Mr. Hayes and Mr. Wiley.

Signature Update

Ms. Caldwell provided an update on the Signature project, discussing the hauling of excess dirt from the property and the need for a short power outage in order to connect to a new power vault. All affected parties have been notified of the power outage.

NEW BUSINESS:

2015 Draft Reserve Study

The Board reviewed the 2015 reserve study.

Mr. Evans moved, Mr. Moore seconded to approve the 2015 reserve study. Motion carried unanimously.

New Meter Pedestal Location

The location of the new meter pedestal location was presented for the board to review. The pedestal will be located close to other pedestals and landscaping will be installed to minimize the visual impact.

CORRESPONDENCE:

The board reviewed the correspondence included in their board packet.

OPEN FORUM:

Homeowners spoke on various topics. The topics included: the new General Manager, the location of the meeting, landscaping on the median of PGA Boulevard, sprinklers spraying cars on the Boulevard, palm tree husks damaging tires, Boulevard looking out of date, entry flower beds and vendor access control

NEXT MEETING DATE:

The next scheduled Board meeting will be held October 2, 2014, at a location to be determined.

ADJOURNMENT:

With no further business to be brought before the Board at this time, the meeting adjourned at 5:33 p.m.

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Respectfully submitted,

Russ Roehrkaase, Secretary/Treasurer
As prepared by The Management Trust

Date